

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: June 15, 2015
CC: All Departments



Interim Town Administrator: This week involved continued evaluation of resumes received for the Town Administrator position. Based on a review of the timeline and number of resumes and essays of semi-finalists to review, a revised timetable has been developed with panel interviews tentatively scheduled for July 21st and Board of Selectmen interviews of finalists on July 23rd. A list of individuals for the citizens/employee panel is in the process of final development. The process is moving along nicely. Meetings with Scott Kinmond on varied Town issues along with email and phone responses took place. I had discussions with Colonial Insurance pertaining to benefit coverage and further review of the Employee Assistance Program. I additionally had preliminary discussion with the Castle Preservation Society Executive Director and invited him to attend the July 2nd Selectmen’s meeting. I attended the Goal Setting session of the Board of Selectmen. Work continued on the best approach to move forth with the contract Town Planner position. I prepared material and staff reports for Selectmen’s agenda items. Preliminary work has begun on a report to the Board pertaining to some potential items to review and evaluate in the future based on observations I have of Town operations while I am in the Interim Town Administrator position which will be helpful to the Board and new Town Administrator. The week of June 15th I will be in the office on Monday, 9 a.m. to 2 p.m. and most of the day on Wednesday and Thursday.

Administrative Liaison’s Report: I worked on preparations for the Selectmen’s Goal Setting workshop and coordinated refreshments for the event. I worked with Interim Town Administrator Granfield and Finance Director Davis to review seasonal staff wages. I also submitted the Town Engineer contract to the Town Attorney for review/edit and approval for the Chairman to sign. I completed cover memos on the Highway Garage ground water study report, and did a cover memo for the water test at the Taylor property, and also handled the Cleaning Services Bid opening. I attended the BOS “Goal Setting” workshop, and completed minutes from the meeting. I submitted proposed draft of Policy #23 Competitive Bidding, with historical information to the Town Attorney for review and opinion on how to proceed.

Agenda Items:

- V.1 Virtual Town Hall will present on site usages and Department Heads were invited to sit in.
- V.3 Selectman Punturieri will present on the UNH Feasibility Study Committee Recommendations.
- V.4 The Interim Town Administrator requests to formalize a job classification change which occurred during the budget process for the Finance Director.
- V.5 The Interim Town Administrator requests the purchase of email service and integration from old to new, using the monies from the Finance budget.
- V.6 The DPW Director will present a memo with a recommendation at the meeting should the final equipment evaluation be completed.

- V.7 The Administrative Liaison/DPW Director has provided notice for future tuition reimbursement in accordance with Policy #24, this being for year two of his Certified Public Manager training.
- V.8 A request from the Code Enforcement Officer for a Cease and Desist Order.
- V.9 Notice from the Administrative Liaison/DPW Director regarding a deficiency in the new VCT flooring, requesting support for warranty action.
- V.10 Request from the DPW Director to award the Cleaning Services contract to Joyce Janitorial for 2015-2018.

Finance & Personnel: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Grading gravel roads on the east side was in the works all week. Gravel and crushed asphalt were added as needed, followed by rolling and a brine spray to help with dust control. The crew graded and graveled the storage bins area. Ditching was done on High Haith Road and the cult-de-sac on Bos'n Way and was cleaned from winter plow damage. The crew maintained several obstructed signs and finished painting stop bars Town wide for better visibility and safety as well as yellow line painting on the west side of Town by the Highway markings vendor. The crew did several maintenance jobs on equipment with wiring completed on truck #6 in order to put the brine tank into use, repaired a sander chute for truck #15, and cleaned the remaining sanders and treated the chains. Staff started its routine summer maintenance at Long Island Beach, raking in preparation for the weekend. New signs were ordered to welcome guests and display the beach rules. Crew members painted the new life guard picnic tables and seal coated other tables. Agent Kinmond met with the Gilford Public Works Director to discuss operations, RSMS11 and PW mapping, i.e. drainage, RSMS etc. Agent Kinmond also met with the crack sealing vendor for a price quote for a portion of the work this year. Agent Kinmond completed the 5 year DES emissions permit for the Emergency Management Generator at Moultonborough Academy.

Facility & Grounds: The Grounds crew mowed cemeteries all week, added replacement flags to the veteran and fire fighter plots. A full burial was attended to at the Mason Cemetery. The Lions Club was mowed and trash was removed from the Community Garden site. The lawn mowers were maintained. Extra TLC has been given to the new soccer field, along with regular maintenance of all ball fields. Research is being explored about methods of controlling the geese problem at the park with no real solution being discovered as of yet. Work is being completed on the upstairs project at Highway Garage and windows will be installed this week. The shelves were finished in the new storage container at Highway. Agent Kinmond, FW Daigneau and Administrative Assistant Kokas opened the one bid received for Cleaning Services.

Waste Management Facility: Office Assistant Hoyt continues to work with staff to assist with the cash register and create a program for reporting revenue and slip maintenance. Agent Kinmond and several staff members attended the NRRRA annual conference. The co-managers reported 1 MSW container and 1 construction demo container were shipped. We are currently looking into a new vendor for electronics disposal, which will hopefully free up space and time. The brush chipping vendor will process the brush pile this coming week.

Moultonborough Police Department: The Moultonborough Police Department recorded 556 log entries, which included the following calls for service, 101 motor vehicle stops, 13 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 2 complaints, 8 MV Accidents, 5 MV Complaints, 11 residential alarms, 2 commercial alarms and 2 K-9 complaints

Training: June 10th, Sgt. J. Boucher attended Less Lethal Use of Force training.

Moultonborough Fire Department: Year to date there has been 323 calls for emergency service. For the period of 6/5/2015 to 06/11/2015 there were 18 calls for service: There were (12) Medical Emergencies, (1) Carbon Monoxide Incident, (1) Oil Leak, (1) Lift Assist, (1) Motor Vehicle Accident, (1) Gas Leak, and (1) False Fire Alarm. MFR received automatic aid from Center Harbor on two calls and from Meredith on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:44 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:40 minutes

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:47 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: During the week of 6/5/15 to 6/11/15 there were three requests for information and three fire permits were issued. A Suprabox was installed and an oil permit was issued. The monthly Department Meeting was held on 6/11/15. A Work Session was held at Central Station on 6/8/15.

Office of Development Services Planning:

Planning: Nothing to report this week.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last week, the first local Granite State Track meet in Wolfeboro was moved to Thursday due to rain on Tuesday, with five towns competing, including Moultonborough. The next local meet will be at the Moultonborough Community Track on Tuesday, June 16. Last Friday, MRD hosted a Teen Open Mic Night, with several students and parents enjoying music, as well as poetry readings. Staff is processing summer registrations as they are coming in steadily now. The deadline for registrations is next Wednesday, June 24. Summer staff training will begin next Monday, June 22.

Important Dates to Remember

Selectmen's Meeting, June 18, 2015, 7 PM

Selectmen's Work Session, June 25, 2015, 4 PM

Happy 4th of July! All Non-Essential Depts. Closed, July 3, 2015

July 4, 2015, Independence Day Parade, 11 AM

Staff Meeting, July 10, 2015, 9 AM